



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS  
AGRICULTURAL RESEARCH SERVICE  
[www.ars.usda.gov](http://www.ars.usda.gov)

*"Solving Problems for the Growing World"*

**VACANCY ANNOUNCEMENT**

**Announcement Number:** ARS-X6E-0004  
Demo/Alternative Merit  
Promotion

**Position Title/Series/Grade:**  
LABORER (Motor Vehicle Operating)  
WG-3502-04

**Promotion Potential:** WG-4

**Employment Type:** Full-time - Permanent

**Grade and Salary Range:**  
WG-04 \$13.58 - \$15.84 Per Hour

**Location of Position:**

Facilities Services  
External Services Branch  
Beltsville, MD

**Who Can Apply:** (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

**Opening Date:** October 24, 2005

**Closing Date:** Open Until Filled (First cut-off date will November 14<sup>th</sup>, with subsequent cut-off dates every three weeks)

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

**Contact Information**

**Human Resources Specialist:**  
Susan Mooring  
(301) 504-1360

**DC Relay Service:** (202) 855-1234 (TDD)

**Send Applications to:**

USDA, Agricultural Research Service  
Human Resources Division  
Attn: Susan Mooring  
5601 Sunnyside Avenue, Stop 5104  
Beltsville, MD 20705-5104

**Fax:** (301) 504-1535

**E-mail:** [scirecruit@ars.usda.gov](mailto:scirecruit@ars.usda.gov)

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at [www.ars.ba.usda.gov](http://www.ars.ba.usda.gov).

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period.

**Major Duties:**

The incumbent will perform laboring tasks involving very heavy physical effort and the operation of heavy power equipment, as follows: operates large, industrial, riding-type and/or walking type lawnmowers over flat and sloping terrain. Will provide necessary labor in the weeding, planting, and pruning of landscape. Assists in the installation and repair of fences by digging post holes setting posts in ground, replacing broken fence panels and installing new barbed wire or replacing old. Lifts and loads bales of straw; moves heavy freight, furniture, machinery, and other very heavy items by using hand trucks and other moving equipment to/from trucks, box cars or other conveyances. Operates pickup trucks which have an approximate GVW of up to 10,000 lbs. to move supplies, materials, tools, equipment, trash, etc., on the BARC site. Assists in the task of snow removal on BARC grounds when required.

**Working Conditions and Other Considerations:**

Work is performed indoors and outdoors. Incumbent is subject to any prevailing weather conditions and to noise, dust, dirt, drafts, and standing for long periods of time. Equipment, vehicles and tools used require special alertness and care to avoid accidents and serious injury. Must observe safety rules and regulations in the performance of assigned. During inclement weather (i.e., snow, ice) may be required to work outside normal work schedule.

**Qualifications Required:** Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

**Basic Requirements**

1. Ability to do the work of a Laborer without more than normal supervision (This is the screen-out element. Applicants who are not rated satisfactory on the screen-out element will not be rated in the remaining elements)
2. Work practices (includes keeping things neat, clean and in order)
3. Ability to interpret instructions, specifications, etc., (other than blueprints)
4. Ability to use and maintain tools and equipment
5. Dexterity and safety

**If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.**

**Additional Requirements:**

Applicant must possess and maintain a valid State motor vehicle operator's license to operate Government-owned motor vehicles. Do you currently possess a valid State issued motor vehicle operator's license?

\_\_\_\_\_ Yes \_\_\_\_\_ No ***If you answered yes, please attach a copy***

Must possess and maintain a valid Pesticide Applicator's License. Do you currently possess a Pesticide Applicator's License?

\_\_\_\_\_ Yes \_\_\_\_\_ No ***If you answered yes, please attach a copy***

**Physical Effort:** Incumbent exerts very heavy physical effort in pushing and pulling lawnmowers up steep inclines and slopes; lifting and carrying bags of fertilizers, seed and other farm materials and equipment frequently weighing over 80 pounds. Often works in bent, cramped and otherwise uncomfortable positions where substantial physical effort is exerted in performing duties.

**A PHYSICAL EXAMINATION IS REQUIRED FOR ALL APPOINTEES NEW TO THE FEDERAL GOVERNMENT PRIOR TO APPOINTMENT**

**SUPPLEMENTAL QUESTIONNAIRE**

Applicants are required to complete the attached supplemental questionnaire. Applicants who fail to complete and return the questionnaire will not receive further consideration.

**Laborer (Motor Vehicle Operating)**

**WG-3502-4**

**ARS-X6E-0004**

**Note to applicant:** Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate that you have not performed that particular work assignment.

**1. Ability to do the work of a Laborer (Motor Vehicle Operating) without more than normal supervision.**

1a. In your work as a Laborer (Motor Vehicle Operating), do you perform the duties of your position using your own judgment?

- ☐ frequently  
☐ occasionally  
☐ seldom

1b. Does your supervisor tell you exactly what to do before you begin each phase of our assignments?

- ☐ frequently  
☐ occasionally  
☐ seldom

1c. Check all that apply. Can you:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| lift 10-30 lbs. (light to medium weight)  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| lift 30-45 lbs. (moderately heavy weight) | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| lift 50 lbs. or more (heavy weight)       | <input type="checkbox"/> yes | <input type="checkbox"/> no |

**2. Work practices (includes keeping things neat, clean and in order)**

2a. Are you (check only one)

- ☐ very meticulous in keeping things neat, clean and in order?  
☐ able to keep things neat, clean and in order using your own initiative?  
☐ able to keep things neat, clean and in order under close supervision and guidance?

2b. Are you able to meet a time schedule or deadline?

- ☐ yes ☐ no

2c. Are you knowledgeable of handling and loading?

- ☐ yes ☐ no

**3. Ability to interpret instructions, specifications, etc., (other than blueprints)**

3a. In any of the positions you have held, have you ever had to follow: (check all that apply)

- ☐ changes in directions  
☐ directions which required several steps  
☐ directions based on established practices  
☐ several oral or equivalent directions at one time  
☐ single oral or equivalent directions that were carefully explained  
☐ other (please explain below)

#### 4. Ability to use and maintain tools and equipment

Check any of the following tools and equipment you have used. Circle the supervision you received for each type of tool or equipment used.

<input type="checkbox"/> riding type lawnmowers	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision
<input type="checkbox"/> walking type lawnmowers	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision
<input type="checkbox"/> shovels	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision
<input type="checkbox"/> picks	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision
<input type="checkbox"/> hoes	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision
<input type="checkbox"/> hand trucks	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision
<input type="checkbox"/> chain saws	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision
<input type="checkbox"/> sprayers	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision
<input type="checkbox"/> weeders	<input type="checkbox"/> independently	<input type="checkbox"/> general supervision	<input type="checkbox"/> close supervision

#### 5. Dexterity and safety

5a. Describe any work assignments you may have held that required you to observe safety rules to avoid injuring yourself or coworkers (e.g., lifting, climbing, handling materials or equipment, etc).

5b. Have you had any training in safely performing manual work?

☐ Yes ☐ No

If answered yes, please describe the training.

5c. Have you had any vehicular accidents within the last five years?

☐ Yes ☐ No

If yes, please explain each incident and include the date, state in which the accident occurred, description of the incident, and the severity of damage to people and/or vehicles.

Please describe any experience, training or ability not already mentioned which you feel would further add to your qualifications to perform the duties of this position.

I certify that the information provided in this questionnaire is correct and accurate to the best of my knowledge.

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Signature & Date

## **Other Important Information**

### **Benefits Package:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

### **Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

### **Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

### **Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

### **False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

### **Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

### **USDA Surplus/Federal Displaced Employees:**

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

### **Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**Reasonable Accommodation:**

Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

**Civil Rights Policy Statement:**

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).**

## Application Package Checklist

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.**

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

**The following information is required of all applicants:**

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) if claiming veterans preference. Visit <http://www.opm.gov/veterans/html/vetguide.asp> for additional information.
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
  - \_\_\_ Job title
  - \_\_\_ Series/grade (if Federal employment)
  - \_\_\_ Duties and accomplishments
  - \_\_\_ Employer's name and address
  - \_\_\_ Supervisor's name and contact information
  - \_\_\_ Starting and ending dates of employment (at least month & year)
  - \_\_\_ Number of hours worked per week
  - \_\_\_ Salary
  - \_\_\_ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
  - \_\_\_ Certificates/licenses (current)
  - \_\_\_ Honors, awards, and special accomplishments
  - \_\_\_ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, "Category".)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html> ).

**If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.**